

STILLWATER MINING CO. EMPLOYEES

YOU ARE INVITED TO ATTEND A FREE WORKSHOP

When?

Monday, December 8, 2008 – Resume Writing Workshop

We will be offering a 30 minute information session and then have time to assist with questions concerning your resume. The purpose of this workshop is to help you prepare a resume for a successful job search, as well as to obtain some good interviewing tips.

Sessions will be held at the following times:

- 9:00 a.m. – 12:00 Noon
- 1:00 p.m. – 4:00 p.m.

Where?

Palladium Lodge, Big Timber, Montana

What to bring?

- A Summary of Your Employment History and/or Current Resume containing a list of Employers with name, address, phone and supervisor for the last 10 years.
- List of at least Three (3) Professional References.

**We look forward to seeing you at this
FREE important event.**

If you have questions, please contact Ed Johnson at 406-932-5514, or the Livingston Job Service Workforce Center at 406-222-0520. Additional information is also available via the Livingston Job Service Workforce Center Website at: <http://wsd.dli.mt.gov/local/livingston/>

An additional event will be held at the Palladium Lodge on:

Tuesday, December 9th – Resume Review Assistance / 9:00 a.m. – 3:00 p.m.

December 8 Resume and Interview Workshop Details

Presentation and Workshop: How to Create a Resume That Works for You

After a presentation that covers the key aspects of creating a good resume, human resources professionals will be on hand to help you create a resume or update an existing resume so that you will be prepared to provide that information to potential employers. We'll have everything you need to create a quality resume – computers, resume paper and the works.

Presentation and Workshop: How to Survive and Thrive in an Employment Interview

Learn about the important do's and don'ts in an interview, and if you like, have a chance to practice your interview skills.

Employment Summary Details

You will need to have on hand the following information (Employment Summary) FOR EACH PREVIOUS EMPLOYER to create/update and complete your resume:

- Employer
- Employer's address and telephone number
- Your Dates of Employment (start/end)
- Supervisor's Name and Contact Information
- References (names, addresses and phone numbers)

If you have one, please bring a blank CD or flash drive so that you can take your completed resume home in an electronic version.